

STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES  
ENGINEERING & ARCHITECTURAL SERVICES  
OLYMPIA, WASHINGTON

NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
FOR ON-CALL CONSULTANTS  
Submittal Date: April 30, 2015

The following On-Call consultant services are anticipated for the 2015-17 Biennium (July 1, 2015 through June 30, 2017). On-Call consultant services are limited to \$150,000 maximum per project. However, there is no limit to the number of projects performed per biennium. There is no implied guarantee of minimum number of projects.

The On-Call Selections are intended to provide service throughout Washington State, but the state may select firms based on geographical region. To the extent possible, the Washington State Department of Enterprise Services intends to include in each category qualified firms with expertise in that category of work that are certified diverse businesses. Diverse businesses are defined as; small business, microbusiness, mini-business, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

The state reserves the right to change the number of firms selected in each discipline listed and may select firms based on geographical region.

There will be an **Informational Meeting** for this request on:  
April 17, 2015, 12:00 – 2:00 PM

1500 Jefferson Building, Presentation Room  
Olympia, WA 98501

Firms who have previously not performed business with the state are encouraged to attend. This meeting will also be made available electronically through Lync. For information on how to access this meeting electronically using Lync 2013, please visit:  
<http://office.microsoft.com/en-us/lync-help/microsoft-lync-2013-for-mobile-clients-HA104019126.aspx>

Please register by April 15<sup>th</sup> if you wish to participate in the informational meeting via Lync. To register, send email to [Trina.Regan@des.wa.gov](mailto:Trina.Regan@des.wa.gov).

**PROJECT No. 2015-801**

**TITLE: On-Call Architectural Consultants**

Project Manager Contact: Yelena Semenova

Phone (360) 407-9338

Scope of Work

A minimum of five on-call firms will be selected to provide Architectural Services. The consultant services required for this work may consist of minor remodel and renovation work to existing state owned facilities. Consultants must be able to provide complete services to include, but not limited to design, bidding, contract administration and project close out.

**PROJECT No. 2015-802**

**TITLE: On-Call Electrical Consultants**

Project Manager Contact: Dino Othieno

Phone (360) 239-3225

Scope of Work

A minimum of three on-call firms will be selected to provide Electrical design services. The consultants must be able to provide complete services which may include, but not limited to, investigation of existing conditions, electrical studies, coordination with permitting agencies and utilities, electrical design, bidding, contract administration and project close out.

**PROJECT No. 2015-803**

**TITLE: On-call Testing Services**

Project Manager Contact: Nanette Graham

Phone (360) 725-8337

Scope of Work

A minimum of four on-call firms will be selected to provide special inspection and material testing inspection services. The services required for this work will consist of all inspections and testing required by the project construction documents, requirements, and standards of the state for state owned facilities, applicable to codes and the requirements of building officials or authorities having jurisdiction or as otherwise designated.

**PROJECT No. 2015-804**

**TITLE: On-Call Value Engineering and Constructability Review Consultants**

Project Manager Contact: Shenon Porter

Phone: (360) 407-9287

Scope of Work

Public Works projects over \$5 million are required to undergo Value Engineering and Constructability Review. A minimum of three on-call firms will be selected to provide Value Engineering and Constructability Review Services throughout Washington State. The services required for this work will consist of consideration of alternative building

systems and program approaches toward responding to a building solution, and critical analysis design solutions to assure smooth and timely construction.

**PROJECT No. 2015-805**

**TITLE: On-Call Civil Engineering Consultants**

Project Manager Contact: Penny Koal

Phone: (360) 902-8156

Scope of Work

A minimum of three on-call firms will be selected to provide on-call Civil Engineering services including but not limited to: Site pavement and roadways, fencing, and utilities (water, sewer, storm drains and storm water control, communications, power). The consultants must be able to conduct predesign studies, investigations into existing site conditions, design solutions and provide contract documents for bidding and provide construction administration services. Experience working on occupied state and other types of owners' facilities, such as college campuses, prisons, residential treatment centers, and in remote areas, should be highlighted.

**PROJECT No. 2015-806**

**TITLE: On-call Mechanical Consultants**

Project Manager Contact: Chris Gizzi

Phone (360) 407-9304

Scope of Work

A minimum of two on-call firms will be selected to provide mechanical design service. Services required may consist of minor remodels and renovations to existing state owned facilities. The consultant must be able to provide complete services including, but not limited to predesign, design, bidding, contract administration and project close out.

**PROJECT No. 2015-807**

**Title: On-Call Hazardous Materials and Environmental Site Assessment Consultants**

Project Manager Contact: Eric Heinitz

Phone: (360) 725-8397

Scope of Work

A minimum of three on-call firms will be selected to provide Hazardous Materials and Environmental Site Assessment Services. Services may include but are not limited to hazardous materials surveys, sampling and evaluation, remediation planning, permitting, monitoring, documenting and reporting to meet applicable federal, state and local laws and regulations. Experience working on occupied state and other types of owners' facilities, such as college campuses, prisons, residential treatment centers, and in remote areas, should be highlighted. The consultant must be able to provide complete services to include but not limited to studies, design, bidding, contract administration and project close out.

**PROJECT No. 2015-808**

**TITLE: On-call Structural Consultants**

Project Manager Contact: Nanette Graham

Phone: (360) 725-8337

Scope of Work

A minimum of two on-call firms will be selected to provide structural design services. Services may consist of minor remodel and renovation work to existing state owned facilities. Service may include seismic rehabilitation, structural investigation, structural analysis, studies and research. The consultant must be able to provide services to include but not limited to investigations, design, bidding, contract administration, and close out.

**PROJECT No. 2015-809**

**TITLE: On-Call Survey Consultants**

Project Manager Contact: Anna Crickmer

Phone: (360) 725-8368

Scope of Work

A minimum of two on-call firms will be selected to provide surveying services. Services may include design surveys, construction staking, miscellaneous mapping and control services at new and existing state owned facilities. Consultant must be able to perform, boundary surveys to include legal descriptions for parcels, easements and right-of ways, topographic surveys, aerial mapping surveys, construction staking, and record surveys in accordance with state law.

**PROJECT No. 2015-810**

**TITLE: On-call Geotechnical Consultants**

Project Manager Contact: Janet Knoblach

Phone: (360) 407-8265

Scope of Work

A minimum of three on-call firms will be selected to provide geotechnical services. The consultants must be able to investigate subsurface conditions and materials, evaluate stability of natural slopes and man-made soil deposits, assess risks posed by site conditions, design earthworks and structure foundations, and monitor site conditions, earthwork and foundation construction.

**PROJECT No. 2015-811**

**TITLE: On-call Building Envelope and Roofing Consultant Services**

Project Manager Contact: Stacy Simpson

Phone (360) 407-9340

Scope of Work

A minimum of two on-call firms will be selected to provide building envelope and roofing consultant services. Services may consist of investigation of failures, recommendations for repairs, and providing technical guidance to the project A/E teams

for new and existing state owned facilities. The consultants will provide complete building envelope consulting services to include, but not limited to design consulting, forensic investigation, mitigation design, bidding, contract administration, onsite inspection services and project close out.

**PROJECT No. 2015-812**

**TITLE: On-call Security Systems Consultants**

Project Manager Contact: Anna Crickmer

Phone: (360) 725-8368

Scope of Work

A minimum of two on-call firms will be selected to provide Security System design services. The consultants must be able to provide complete services including investigation of and trouble-shooting existing conditions, ability to design coordinated multi-security systems involving access/entry controls, surveillance, security hardware and detection/alarm systems, evaluation and design of communications infrastructure to support security systems, construction administration and oversight, and closeout commissioning.

**PROJECT No. 2015-813**

**TITLE: Commissioning Services**

Project Manager Contact: Joe Sullivan, Email: [joe.sullivan@des.wa.gov](mailto:joe.sullivan@des.wa.gov);

Phone: (360) 407-9377

Scope of Work

A minimum of five firms will be selected to provide commissioning services for Facilities Engineering Service clients. Chosen firms will be expected to assist in development and coordination of the commissioning specifications and participate in the design review process. The systems to be commissioned may include, but are not limited to heating, ventilating and air conditioning (HVAC) equipment, HVAC controls, ductwork and Electrical. Other areas to be commissioned may include, but are not limited to exhaust fans, smoke evacuation system, carbon dioxide detectors, laboratory equipment, plumbing, fire/life safety, security, low voltage, emergency power, domestic hot water and the building envelope.

Firms must demonstrate competences in meeting LEED compulsory as well as enhanced commissioning services requirements. Firms may be involved in reviewing the LEED training materials and videotaping the training sessions. The Building Commissioning Guidelines for the State of Washington, (<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/Energy/Commissioning/BXguidelines.doc>) may be used as a guide for typical equipment to be commissioned in Divisions 15 and 16. Chosen firms may be required to begin at the early design stages of the project and stay with the project through completion. Chosen firms may also be required to check the systems periodically for one year after completion.

### **Selection Criteria – Architectural Only**

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points: Qualifications of Key Personnel 20 points; General Project Approach 25 points; Relevant Experience 40 points; and Diverse Business Outreach Plan 15 points

Firms shall provide **three (3)** sets of proposals on CD only, for panel review. Relevant experience includes all architectural services on various owners' projects, not just state projects.

Consultant Selection Diverse Business Outreach Plan Criteria may be found at:

<http://www.des.wa.gov/about/FormsPubs/Pages/Forms.aspx#Construction>

### **Selection Criteria – All Other Types of Services**

Firms will be considered for interviews based upon the following criteria, as indicated for a total of 100 possible points; Qualifications of Key Personnel 25 points; General Project Approach 30 points; Relevant Experience 45 points.

Firms shall provide **three (3)** sets of proposals on CD only, for panel review.

### **Other Information**

Firms selected have no implied guarantee of a minimum number of projects or amount of fees to be earned during the 15-17 Biennium. While specific projects have not been identified for these services, you may contact the Project Manager listed for questions about the selection and contracting process.

The Agreements for Consultant services will be the standard Office of Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

### **Submittal requirements**

Submit required number of Statement of Qualifications, (3 copies), with the project number and title clearly identified on the front cover. Each of the submittals on CD shall include:

Federal Form 330 (Part II only)

<http://www.des.wa.gov/services/facilities/Construction/Consultants/Pages/EASReferenceFile.aspx>  
[x](#)

- Any other pertinent data to assist the Selection Board in evaluating your qualifications.
- No more than fifteen (15) pages total at 8 ½ X 11 size sheets
- For Architectural Only – Diverse Business Inclusion Plan.

To qualify for review, CD submittals must be delivered to the following address:

Attention: Trina Regan  
Department of Enterprise Services  
1500 Jefferson, Olympia, WA 98504 (hand delivered or courier)  
P O Box 41476, Olympia, Washington, 98504-1476 (Mailed)

**All submittals must be received no later than April 30, 2015 by 2:00 p.m.**

For questions about submittals contact [Trina.Regan@des.wa.gov](mailto:Trina.Regan@des.wa.gov), or phone (360) 407-9205.

PAPER COPIES WILL NOT BE ACCEPTED.

### **Next Steps**

Following the Phase 1 evaluation of submittals, the consultant selection board will interview the top ranked short-listed firms. The ranking is based on submitted information deemed to be the most highly qualified for the required service.

**Architectural Only:** Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points: Qualifications of Key Personnel 20 points; General Project Approach 25 points; Relevant Experience 40 points; and Diverse Business Outreach Plan 15 points.

**All Other Types of Services:** Firms will be considered for interviews based upon the following criteria, as indicated for a total of 100 possible points; Qualifications of Key Personnel 25 points; General Project Approach 30 points; Relevant Experience 45 points.

With the exception of Architectural services, the consultant selection board may waive the Phase 2 interview process for a given service if the number of short-listed applicants is less than or equal to the minimum number firms sought in the solicitation.

The Phase 2 interview criteria and total possible points are specific to each service listed in the solicitation. The top scoring Phase 2 applicants will be selected to fulfill the minimum number of firms for each service listed in the solicitation.

Firms will be notified of the selection results the last week of May 2015.

Final selections will be based on the submitted electronic material and, at the option of the consultant selection board, a telephone or in-person interview.

The state reserves the right to offer the use of the On-Call Consultants agreements to other public bodies through the duration of the 2015-17 Biennium, July 1, 2015 through June 30, 2017.

The state of Washington is an affirmative action employer. All submittals become the property of the state.